

3005 – PROJECT PLANNER/DESIGNER

NATURE OF WORK

This is an advanced professional and administrative position involving project scheduling, financial management, and municipal accounting. Responsible for reviewing, approving and monitoring the work submitted by architectural, engineering and contracting firms engaged in the design and construction of city buildings, utilities, and infrastructure projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Responsible for the planning, scheduling and tracking of city projects, project invoice control and financial management reporting.

Responsible for the management of project budgeting, scheduling and funding.

Able to exercise considerable independent judgement in the application of principles and practices of project planning, project accounting, project financial records reconciliation, project financial reporting and computerized accounting systems.

Able to train, supervise, and review the work of lower level accounting and clerical personnel.

Performs needed research, prepares reports, Commission Memoranda, Resolutions, Letters to Commission, etc. for consideration and action.

Attends meetings and workshops, as needed.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of theories, principles, and practices of management and organizational analysis; and of management by objectives.

Thorough knowledge of policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting; and of governmental financial systems and statistics,

Thorough knowledge of principles and procedures of research techniques, sources, availability of current information analysis, and presentation of data.

Considerable knowledge of relevant Federal, State, and Local laws, rules, and regulations pertaining to fields of specialization.

Considerable knowledge of the City's policies, procedures, goals, and objectives, and of the organization, functions, activities, and interrelationships of the City sectors and those of other municipalities.

Knowledge of sound public relations and marketing techniques for promoting and advancing objectives, and the ability to make effective presentations in a group or individual setting.

Ability to use sound judgement and discretion in devising, installing, and interpreting City policies, procedures, rules, and regulations.

Ability to identify, analyze, and increase the efficiency and effectiveness of departmental operations and interrelationships.

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MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in architecture, engineering, construction management, business administration, public administration, accounting or related field. Five years experience in project scheduling, accounting, or financial management. Five years experience in modern office management, administration, personnel supervision, and reconciliation of accounting and financial records. Proficient in Microsoft Office and in oral presentations. Experience may substitute for education of a year- for-year basis. CPA is desired.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with little direct supervision and with extensive latitude for the use of independent judgement. General direction is received for adherence to City policies and attainment of desired goals and objectives through personal conferences and review and reports of operations.

SUPERVISION EXERCISED

Directs and is responsible for the work of subordinate clerical staff.

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